



USAID | HEALTH SYSTEM
FROM THE AMERICAN PEOPLE | STRENGTHENING PROJECT



MINISTRY OF LABOUR
HEALTH AND
SOCIAL AFFAIRS

Ministry of Labour, Health and Social Affairs of Georgia



E-Health

Case Registration Module

User Manual for Medical Case Registration

Health Management Information System

November

2012

Contents

Introduction	3
1. User Authorization	3
2. Navigation Pane	4
3. Add New Cases	5
3.1 Patient Identification	8
3.2 Parent/Guardian/Contact Person	9
3.3 Going to Healthcare Facility	10
3.4 Identification of Doctor in Charge	11
3.5 Add Diagnosis	12
3.6 Closing Cases	13
4. Add Repeated Notifications/Edition Interface	15

Introduction

The Case Registration Module represents a part of the Health Management Information System. The purpose of the module is to ensure registering in-patient cases in online regime by healthcare facilities. It will enable the Ministry of Labour, Health and Social Affairs of Georgia (MoLHSA) and other stakeholders to receive information in real-time instead of retrospectively, analyze it and react accordingly on medical cases.

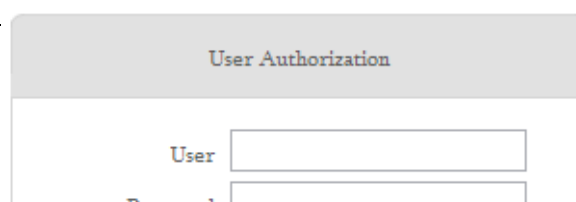
The Case Management Module can be found on Health Management Information System portal, in Accounting and Financial Management Category at the following address: ehealth.moh.gov.ge

The portal is supported by all common web browsers and is compatible with all operating systems.

1. User Authorization

The user must log into the system using his/her username and password (the information is provided by the system administrator) to get access to the system. Enter in the current password, followed by the new password that must contain minimum one letter (it is recommended to use Latin letters). Enter your username, password and click on the Login button (Fig. 1).


Figure 1



The screenshot shows a web form titled "User Authorization" in a light gray header. Below the header, there are two input fields. The first field is labeled "User" and the second field is labeled "Password". Both labels are in a small, dark font. The input fields are white with a thin gray border. The form is set against a white background.

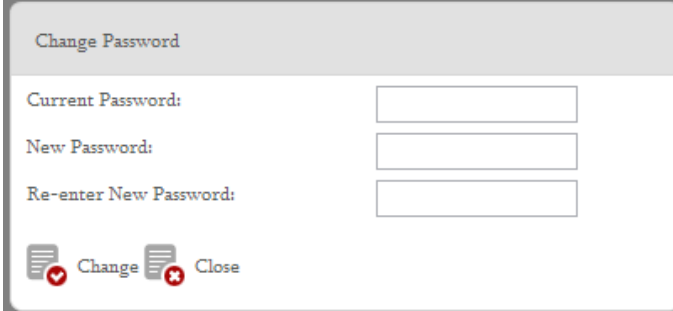
Enter your username, password and click on the Login button (Fig. 1).

Any user must follow the following instructions to change his/her password:

Click on the  button to open Change Password window. Enter your current password, followed by the new password that must contain minimum one letter (it is recommended to use Latin letters). The user must re-enter password to avoid mistakes.

Click on the Save button to save changes made to the database (Fig. 1.1)

Figure 1.1

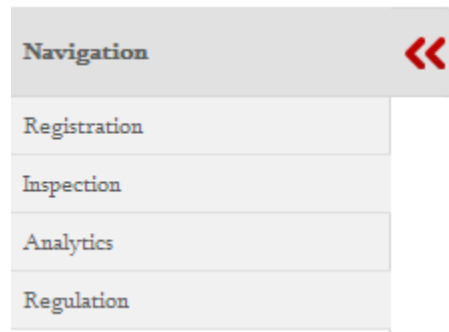


The image shows a 'Change Password' dialog box. It has a title bar with the text 'Change Password'. Inside the dialog, there are three text input fields labeled 'Current Password:', 'New Password:', and 'Re-enter New Password:'. At the bottom of the dialog, there are two buttons: 'Change' (with a checkmark icon) and 'Close' (with a close icon).

2. Navigation Pane

The Navigation Pane includes the following information (Fig. 2):

Figure 2



- ❖ Registration
- ❖ Inspection
- ❖ Analytics
- ❖ Regulation

Instructions on how to use the medical case registration module is given in this document.

3. Add New Cases

The user clicks on the Add Case button to register a new medical case in the system. The system allows users to register all in-patient cases despite funding sources that is discussed in the relevant paragraph of the document.

Before adding data the user can search for cases in order to prevent duplicated entries.

Cases can be searched for in different fields:

- Case ID (searching by ID)
- Personal Number
- First Name and Surname
- Provider Name

Specify the period for which you are intereseted in obtaining data for.

If the user clicks on the Search button without using a filter, the entire list of registered cases will appear on the interface (Fig. 3).



Figure 3

The screenshot shows a web interface for case registration. At the top, there is a 'Notifications' section. Below it, the 'Identification Code' is 202193544. The 'Name' is 'შპს აკადემიკოსი ო. ლუდუშაურის სახელობის ეროვნული სამედიცინო ცენტრი'. The 'Security Word' is empty. There are three radio buttons for selection: 'Case ID' (selected), 'Personal ID', and 'First Name/Surname'. Below these, there are input fields for 'Period' (13.11.2012 - 13.11.2012) and 'Case ID' (202193544). To the right of the 'Case ID' field is a 'Search' button with a magnifying glass icon. To the right of the 'Search' button is an 'Add Case' button with a plus icon.

First of all, the user (i.e. information provider) is identified (Fig. 4) while registering medical cases.

Figure 4

The screenshot shows a form titled 'Identification of Information Provider'. On the left, there is a placeholder for a person's photo. To the right of the photo, there are three input fields: 'Personal Number:', 'Name and Surname:', and 'Remember Provider:'. The 'Remember Provider:' field has a checkbox. At the bottom left, there is a 'Reject' button with a minus icon.

After entering a personal number, the person will be identified by clicking on the synchronization button . His/her photo will appear on the screen with words: "Person Providing Information Identified". If the user marks the **Remember Provider:** ☐ field, the person providing information need not be identified when a recurrent case is registered or edited. If the user tries again to log into the module, the person must be identified. The identified person's first name, surname and personal number will appear on the homepage by clicking on the  **Confirm** Confirmation button.

The person providing information must be identified while registering a new case or adding a notification to the case, particularly: if the patient is registered in the system and any type of information related to him/her was changed (e.g. diagnosis) before discharge. There may be one medical case but several notifications received in different time periods (this issue is discussed in details in the relevant paragraph of the document).

The next step is to move to the Case Registration page (Fig. 5).

Figure 5

Notification Registration

Save Cleanup

Provider: შპს აკადემიკოსი ო. ლუდუშაურის სახელობის ეროვნული სამედიცინო ცენტრი Tax: 202193544
Information Provider მანუჩარ თოხაძე პ.ნ: 01021004947

Case Type: [dropdown] Notif. Time: 15 hr. 49 mn.
Case N: 3427016376 Case Status: [dropdown]
Notification: - ახალი - [dropdown]
Case Date: 12.11.2012

- Identification of Patient
- Parent/ Guardian/ Contact Person
- How patient came to healthcare facility
- Identification of Doctor
- Diagnosis
- Close Case
- Generate Invoice

The system assigns a unique number to every newly registered case.

When the case status is selected, the system automatically shows date and time of adding the case (Fig. 6).

Figure 6

Case N:	3427016376
Notification:	- ახალი -
Case Date:	12.11.2012

The user chooses the case type wheather it is in-patient or out-patient (Fig. 7).

Figure 7

Case Type	
Case N:	სტაციონარი
Notification:	ამბულატორია

The status of the case (in-patient or out-patient) must also be chosen (Fig. 8).

Figure 8

Case Status:	
	გეგმიური
	გადაუდებელი

3.1 Patient Identification


The user enters the patient's personal number into the Peronal # field and clicks on the  button to identify him/her. All fields, except Phone field, will be filled out automatically. Telephone number can be entered manually (Fig. 9).

Figure 9

Identification of Patient

Personal N

☐ Unidentified

First Name

Surname

Date of Birth

Gender

Age

Region

Telephone

Voucher Status:

Voucher N:

Insurer	Package	Conditions
Data Not Found		

If the patient cannot be identified by personal number, select the field “Unidentified” and assign a status of “Unknown” or “Foreigner” to the individual. The system automatically assigns a temporal identification code to the patient and the field becomes yellow.

The unidentified patient registered as “Unknown” must be identified no later than completion of the treatment course in the healthcare facility. Otherwise, different sanctions may be imposed on the healthcare facility.

3.2 Parent/Guardian/Contact Person

Enter the individual’s personal number if he/she is under-age and has personal number. If the patient has no personal number he/she can be identified by parent’s personal number (Fig. 10).

When the user enters personal number, all fields, except the Phone field, are filled out automatically.

Figure 10

Parent/ Guardian/ Contact Person

Mother Father Guardian Contact Person

Personal ID

☐ Person Unidentified

First Name

Surname

Date of Birth

Gender

Age

Region

Telephone

Insurer	Package	Conditions
Data Not Found		

If the patient cannot be identified, select “Parent Unknown”. In this case a temporal unique number will be assigned to the parent.

3.3 Going to Healthcare Facility

The following must be entered into the system: admission time and date, medical history number and whether the patient went to the healthcare facility himself/herself or was transferred from another provider. Enter the name of the healthcare facility from which the patient was transferred and fill out the additional field – Form of Transportation if applicable (Fig. 11).

Figure 11

Identification of Provider

Region: - სამხრეთ რეგიონი

Provider: Search

Provider:

Identification Code:

Name:

Code:

Confirm Reject

While registering the case the user indicates the status of patient's care provided in the healthcare facility at the moment of registration: "Being treated" or "Not being treated" (Fig. 12).

Figure 12

How patient came to healthcare facility

Admission Date

Patient Acceptance Time 12:00 AM

Medical History Number

Form

Provider Search

Transportation

Patient's Status

3.4 Identification of Doctor in Charge

The doctor in charge is identified similar to the patient or parent and the following fields must be filled out additionally (Fig. 13):

Figure 13

Identification of Doctor

Position

Personal ID

First Name

Surname

Telephone N

Position of the doctor in charge must be indicated.

3.5 Add Diagnosis

By clicking on the Add Diagnosis button (Fig. 14) a diagnose selection window will open to choose the funding source and diagnosis according to the funding source that can be state-subsidized programs, private or self-funded insurance plans.

Figure 14

Search for Diagnoses

Funding Source


Name Search


Nosology Name	Subcomponent Name	State Code	Int. Class. Code
მონაცემები არ მოძებნა			

After selection of the relevant diagnosis in the window click on the Save button to add the diagnosis together with other necessary fields to the corresponding list on the Case Registration form (Fig. 15).

Several diagnoses can be added to one medical case in the system. One of them must be a primary diagnosis and others – secondary diagnoses. The user must undergo this procedure again to add additional diagnoses.

Figure 15

 Add Diagnosis


Primary	Time of Adding Diagnosis	Type	Funding Source	State Code	Name	Int. Classification Code	Int. Calss. Name	Program	Component	Sub-component	Funding Type
<input checked="" type="radio"/>	11/13/2012 12:29:00 PM	ძირითადი	მრომის, ჯანმრთელობისა და სოციალური დაცვის სამინისტრო	11190055	150 კმ-იანი ზონა			მოსახლეობის სამედიცინო მომსახურ...	სასწრაფო გადაუდებელი დახმარება...	სამედიცინო ტრანსპორტირება - რე...	


3.6 Closing Cases

If treatment is completed or the patient is transferred to another healthcare facility, the medical case will be closed. The user must enter date and time of discharge, treatment outcome and comment (Fig. 16).

Figure 16


Discharge Date

Discharge Time 

Outcome 






Comment


☐ Needs to Be Transferred

 Close Case

If the patient needs transfer (Fig. 17), select the field - “Needs transfer” and indicate the healthcare facility where to transfer the patient. The data concerning the person responsible for transportation of the patient must be entered into the system. Comments related to medical cases can also be made in the system.

Figure 17

Discharge Date	<input type="text"/>
Discharge Time	12:00 AM 
Outcome	<input type="text"/> 
Comment	<div><div></div></div>
<input checked="" type="checkbox"/> Needs to Be Transferred	
Provider	<input type="text"/> 
Responsible Person	<input type="text"/> 
Position	<input type="text"/>
Transportation	<input type="text"/>
	 Close Case

After filling out the relevant fields mentioned-above, click on the  შენახვა button to complete the case registration process. It should be noted that while saving data the user can add or change the information. In this case “Open” status is given to the case (Fig. 18).


When the user closes the case by clicking on the  შემთხვევის დახურვა button, “Closed” status is given to it (Fig. 18). The final step is to send the relevant case to relevant providers by e-mail.

Figure 18

შემთხვევის სტატუსი		Δ	დაფინანსების წყარო	რეგიონი	ორგანიზაცია
		დახურული	შრომის, ჯანმრთელობისა და სოციალური დაცვის სამინისტრო	თბილისი	შპს აკადემიკოს ო. ლუდუშაურის სახელობის ეროვნული სამედიცინო ცენტრი
		ღია	დაავადებათა კონტროლის და საზოგადოებრივი ჯანმრთელობის ეროვნული ცენტრი	თბილისი	შპს აკადემიკოს ო. ლუდუშაურის სახელობის ეროვნული სამედიცინო ცენტრი

4. Add Repeated Notifications/Editing Interface

Repeated notification is sent no later than the discharge. While registering a repeated notification the medical case must be found to which the notification will be added. The reason for adding new notifications to medical cases may be changes to already registered data that can be made in case of changed diagnosis, when the patient needs transfer or an additional parameter is added, etc.

Data can be grouped according to different fields/parameters, e.g. according to regions and providers simultaneously. In this case drag the Region field to the area of the interface where the note stands: “Drag a column/s here to group by that column/s,” then move the Provider field, etc (Fig. 19).

Figure 19

Drag a column to group here by that column										
Case Status	Funding Source	Number of Messages	Region	Provider	Patient's Personal #	Patient's First Name	Patient's Surname	Admission Date	Date of First Notification	Date of Last Notification
	ღია	დაავადებათა კონტროლის და საზოგადოებრივი ჯანმრთელობის ეროვნული ცენტრი	1	თბილისი	შპს აკადემიკოს ო. ლუდუშაურის სახელობის ეროვნული სამედიცინო ცენტრი	01029013214	ალექსანდრე	დუდუგოშაძე	10/19/2012 12:00:00 PM	10/19/2012 3:16:47 PM
	ღია	დაავადებათა კონტროლის და საზოგადოებრივი ჯანმრთელობის ეროვნული ცენტრი	1	თბილისი	შპს აკადემიკოს ო. ლუდუშაურის სახელობის ეროვნული სამედიცინო ცენტრი	61651001648	დათო	მჭედიაშვილი	10/19/2012 12:00:00 PM	10/19/2012 4:00:16 PM